

Downtown Muskegon Business Improvement District

Meeting Agenda

Sept. 27, 2016

380 Western Ave., Suite 202 Muskegon, MI at 4 PM

- 1) Call to Order
- 2) Consent Agenda
 - a) Approval of Agenda
 - b) Approval of Minutes from the regular meeting July 25, 2016 and special meeting Aug. 1, 2016
 - c) Acceptance of financial statements as of Sept. 19, 2016
 - d) Review of DMN expenses being paid by BID
 - e) Bill from Muskegon County Equalization for BID and BID renewal analysis
 - f) Review of line items for BID for the final months of 2016
- 3) Public Comment (on an agenda item)
- 4) Unfinished Business
 - a) Update of BID activities for landscaping, planters, signs and events.
 - b) Overview of the BID renewal process to date and process for city commission approval
- 5) New Business
 - a) If the City Commission approves the BID for 2017, a recommendation to contract with city of Muskegon for snow removal (November 2016-December 2018) and landscaping services for 2018 instead of hiring private contractors. See memo from Dave Alexander
 - b) Brief discussion on how the BID board wants to organize the work on reformulating the BID for 2018 and beyond
- 6) Other Business
 - a) Update on the cruise ships this summer and the Heritage District concept
 - b) Next meeting is Tuesday Nov. 22, 2016 4 p.m. chamber training room, 380 W. Western Ave. Suite 202, Muskegon, MI or at the call of the chair.
- 7) Adjournment

To: BID Board members

From: Dave Alexander, Downtown Muskegon Now

Date: Sept. 22, 2016

Re: Agenda items for Sept. 27 meeting

A handwritten signature in dark ink, appearing to read "Dave Alexander", is positioned to the right of the header information.

Here is some background and my comments on several of the agenda items for the Sept. 27 meeting:

Financials: The first financial statement from the city is for the city's fiscal year that began July 1. Overall for 2016, the BID has received roughly \$55,000 from assessment payments and \$10,000 contribution from the city. We have spent roughly \$37,000 from the BID account with another \$4,000 in reimbursements owed Downtown Muskegon Now.

Along with the standard financial statements from the city of Muskegon's finance department, I have also provided the board with a list of items that have been paid by Downtown Muskegon Now but that I will seek reimbursement for from the city's BID fund. The board was made aware of these items. The insurance cost is for First Fridays and other downtown BID events such as Halloween and Holidays in the City. The Revel signage is for preparation of the graphics for the downtown map signs at Third and Western, The Depot and the Farmers Market.

Another document is included in the financial report that shows our best estimate of additional BID spending until the end of the year. With all of the spending and anticipated spending, the \$24,000 marketing-promotion-events budget will have about \$7,800 remaining. The \$72,000 snow removal budget at year's end should have around \$35,000 remaining. As for the other line items in the budget, the \$16,000 landscaping might be over spending but less than \$4,000 and the \$7,000 banner-sign line item will have about \$4,000 remaining.

The BID also has been charged for work done by the city's assessor in the Muskegon County Equalization Department to provide the analysis letter for a special assessment district. The BID was not charged for the work done in 2015 as

it should have been. BID was invoiced at \$550 total for the two years. I have sent that bill on to the city finance department for payment.

Finally, city Finance Director Derrick Smith has told me that the city auditor has asked that the BID budget be put not on a calendar year but a city fiscal year – July 1-June 30. I will meet with Derrick and figure out what that means for us as we contemplate a 2017 budget and work plan.

BID renewal: I made a presentation on downtown Muskegon to the Muskegon City Commission at the Sept. 12 work session, providing an update on projects and background on the upcoming request for a one-year, status quo extension of the special assessment district. The special assessment letters went out at the end of last week reminding those assessed of a public hearing on the recreation of the district and public hearing Tuesday Sept. 27 at 5:30 p.m. before the city commission. BID board members might want to attend after our meeting. If approved Sept. 27, the assessment rolls are before the city commissioners at a second public hearing Tuesday Oct. 25.

City vs. private contract: When I arrived in this position, downtown snow removal and landscaping was provided by H&H of North Muskegon. With the BID, H&H's proposal was accepted for snow removal starting in February and landscaping services this spring, summer and fall.

Looking forward to the beginning of winter 2016-17 and 2017 landscaping, I have been talking with Muskegon City Manager Frank Peterson. Truthfully, he and the city would like a higher level of service than BID resources will allow, especially on the landscaping and beautification work. I am requesting that BID fold its resources for snow removal and landscaping in with the city of Muskegon. We can leverage what we spend on these services and in combination with city Department of Public Works provide more for the BID. H&H has done an admirable job the past nearly two years but does not have the flexibility nor the BID additional resources to upgrade our services. Frank said he will hire a downtown DPW lead worker who will be in charge of BID work and the Muskegon Farmers Market. The city has the flexibility of using its seasonal employees both in the winter and summer to bolster downtown snow removal and landscaping. You can see what the city has spent outside of BID on downtown landscaping just through its Thursday Sept. 22 "day of caring."

If the BID is extended by the city commission through 2017, I recommend the BID board authorize me to draft a letter of understanding with the city to provide sidewalk snow removal and landscape services from Nov. 15, 2016 through Dec. 31, 2017. The city might not be able to plow the parking lots in a timely manner and BID would seek a separate contract with H&H to provide that service for the three lots involved. The city would draw upon the BID's \$72,000 budgeted for snow removal and \$16,000 for landscaping for 2017 and a remaining \$13,500 for snow removal for the remainder of 2016. I would draft the letter with the help of the city attorney and share that with BID Chairman Doug Pollock to review and sign.

Hopefully, Frank will be at our BID meeting to explain his interest in the city taking over BID work for the end of 2016 and through 2017. I think working with city DPW crews offers the BID the most cost-effective services and provides a level of quality control that is difficult for a private contractor with multiple contracts, less flexibility and fewer resources than the city.

If we don't go with the city offer to provide services, I would want to start working immediately with H&H to get quote for snow removal and landscaping services for the coming year. I don't think we need another RFP since we did both a snow removal and landscaping RFP in 2016 and the scope of work has not changed for 2017. If working with H&H, I would like authorization to finalize a winter contract that is within the BID budget and have it signed by Chairman Doug Pollock.

BID restructuring beyond 2017: Bob Tarrant has expressed interest in leading the discussion and recommendation on formulating a possible restructuring of the BID district boundaries and assessments. I would like to discuss how to proceed if the BID is renewed for 2017 at the Oct. 25 city commission meeting. This is work that needs to be done and a recommendation ready for the BID board by July 1, 2017 at the latest. The BID board needs to give its direction in this regard.

Downtown Muskegon Business Improvement District

Meeting Minutes

July 25, 2016

380 W. Western Ave., Suite 202 Muskegon, MI at 4 PM

1) Call to Order: 4:00 PM

2) Attendance:

Doug Pollock (Chair), Justin Clark (VC), Bob Tarrant, Gary Post, John Riegler and Mike Hennessy and Frank Peterson

Excused Absent(s): Connie Taylor and Bruce Lindstrom

Guests: Dave Alexander, Downtown Muskegon Now director; Cindy Larsen, Muskegon Lakeshore Chamber of Commerce; Ed Garner, Muskegon Area First; Cathy Brubaker-Clarke, city of Muskegon; Jon Rooks, Parkland Development and Dennis Lohman, Northwester Industrial sales.

3) Consent Agenda

- a) Approval of Agenda, minutes from May 22, 2016, and acceptance of the financial statements as of June 30, 2016.

Motion: Frank Peterson

Support: Gary Post

Vote: All voted in favor

4) Public Comment (on an agenda item) – None. The board chose to leave the floor open for the whole meeting allowing attendees to participate as they like.

5) Unfinished Business

- a) BID update from Dave Alexander, Downtown Muskegon Now. Alexander discussed the landscaping being done by H&H, planters being filled and maintained by Ole Henry Gardens, signs being installed for downtown maps at Johnson Circle, The Depot and Muskegon Farmers Market. BID also launched First Fridays with family dance party in May, highly successful street performers in June and children's zone at the Lakeshore Art Festival in July.
- b) Alexander showed a Rebel Road video from Eagle Eye Photography of a "drone" video of the downtown motorcycle event. BID paid \$500 for the video that was donated to the event.
- c) The board reviewed a timeline for the renewal of the BID special assessment district with city commission public hearings Sept. 27 and Oct. 25 for final approval by the city commission by Oct. 31.

6) New Business

- a) BID extension proposal: Alexander, City Manager Frank Peterson and Mayor Steve Gawron presented an aggressive BID extension for five years with a 25 percent increase in assessment fees, an expansion of the district to the north and east of Shoreline Drive and placement of the assessment on the 2017 winter tax bills.

The BID board reviewed the details of the proposal. Gary Post spoke for many of the board members to say that the BID has only been operating for six months and now would not be the time for such an expansion and increase in assessments. Justin Clark also spoke against the assessment increase. Frank Peterson said that there is a need for more funds to upgrade and maintain the streetscape along West Western as the decorative concrete is becoming worn. The city's Downtown Development Authority is paying off bonds supported by city general fund dollars and is unable to assist with such improvements.

Cindy Larsen said that an equitable way to find more funding for a downtown organization and activities is needed. She suggested that in the future paid parking might provide the desired revenues.

Jon Rooks suggested an 8.2 percent annual increase in assessments or five years to gain the same amount of revenues over that time. He also objected to the specifics of the district's geographic expansion. He also suggested that downtown sidewalk maintenance and rehabilitation could be paid for by property owners through a special assessment.

Gary Post wanted the BID to be the vehicle to get the downtown site condominium association out of the common area expenses it now handles such as electrical and insurance costs for the Olthoff Stage and Alcoa Square areas along Third Street.

Bob Tarrant said he supports the BID but can't support the expansion and increase in assessments. If extended, board members were more comfortable with three years rather than five.

The board had a robust discussion but little consensus formed. Doug Pollock suggested that the board members take time to consider the options and reconvene a special meeting Monday Aug. 1, 4 p.m. in the training room of the Muskegon Lakeshore Chamber of Commerce, 380 W. Western Ave. Suite 202. The board agreed to adjourn to the special meeting date and time. It would be a one item agenda for a recommendation to the Muskegon City Commission on the renewal of the downtown Muskegon Business Improvement District.

- 7) Adjournment
5:40 PM
No Objection

Minutes produced and submitted by Dave Alexander, executive director of Downtown Muskegon Now.

DRAFT

Downtown Muskegon Business Improvement District

Meeting Minutes

Aug. 1, 2016

Special meeting

380 W. Western Ave., Suite 202 Muskegon, MI at 4 PM

1) Call to Order: 4:05 PM

2) Attendance:

Doug Pollock (Chair), Justin Clark (VC), Bob Tarrant (via conference call), Gary Post, John Riegler and Mike Hennessy and Frank Peterson, Connie Taylor and Bruce Lindstrom

Excused Absent(s): none

Guests: Dave Alexander, Downtown Muskegon Now director; Ed Garner, Muskegon Area First; Cathy Brubaker-Clarke, city of Muskegon and Dennis Lohman, Northwestern Industrial sales.

3) Public Comment (on an agenda item) – None. The board chose to leave the floor open for the whole meeting allowing attendees to participate as they like.

4) Unfinished Business

- a) This is a single-item agenda on a recommendation from the BID board to the Muskegon City Commission for renewal of the special assessment district beyond Dec. 31, 2016. The BID board spent much of its meeting of July 25 discussing an aggressive five-year expansion of the district and increase of its assessments proposed by city officials. Discussions from the July 25 meeting indicated that there was not board support for such a lengthy and aggressive expansion. The board decided to think through the issues for a week and have this special meeting.

Board member Bob Tarrant summed up his objections and argument for a one-year, status quo renewal in an email to BID members. Staffer Dave Alexander produced a memo suggesting how a one-year, status quo BID renewal would look. Tarrant suggested the BID Board, Downtown Muskegon Now and the city use 2017 to come up with potentially a new assessing methodology, review the boundaries of the BID and suggest a longer term of the special assessment district that would be presented to the Muskegon City Commission later in 2017.

In discussing the issue at the meeting, Tarrant argued that the BID has been operating just about six months and needs to have more time to show how it works and what it will do for downtown Muskegon. He said he is not opposed to the BID just expanding and extending for five-years at this time. Gary Post agreed but still wanted the DMDC Site Condo No. 1 expenses addressed in the BID in 2017.

Doug Pollock said the BID was set for three things: Snow removal, landscaping and marketing-promotion-events within the district. It was designed to get city commission approval for the initial year. Gary Post said the BID was to provide a stable, reliable basis of funding for downtown.

John Riegler said that an issue remains as to direct and indirect benefits derived by district property owners and the need to find fairness in the assessments going forward. However, for a strong downtown, the BID is necessary, Riegler said.

Justin Clark said he supports the one-year suggestion, giving all time to revise longer proposals in 2017. Connie Taylor also agreed that more time is needed to get the BID district and assessments right. The same was voiced by Mike Hennessy.

City Manager Frank Peterson said the proposed expansion of the bid in boundaries and assessments was due for needed resources for an improving downtown. There are obstacles to raising funds in other ways. The downtown improvements and added services should have been made several years ago. The downtown is a step behind and needs to catch up to development that is occurring. That said, Frank Peterson said he understands the BID board position on a one-year extension to get it right for 2018 and beyond.

Gary Post again raised the condo expenses and the direction of the board was to add \$1,500 into the proposed 2017 work plan/budget to cover the costs of electricity, insurance and similar costs.

Bruce Lindstrom made a motion to recommend to the Muskegon City Commission extending the current BID for one year through Dec. 31, 2017, pretty much status quo. It was supported by Justin Clark. The district boundaries would not change, the assessments would not change and the budget would be similar to 2016 except 2016 fund balance would carry forward, an administrative fee of \$25,000 would be paid DMN, and \$1,500 out of "streetscape" would pay for the DMDC condo costs. The assessments would be added to property owners' winter 2017 property tax bills.

A roll call vote was requested:

Justin Clark: Yes

Frank Peterson: Yes

Bruce Lindstrom: Yes

Connie Taylor: Yes

Mike Hennessy: Yes

John Rielger: Yes

Doug Pollock: Yes

Gary Post: Yes

Bob Tarrant (via conference call): Yes

No Objection

Minutes produced and submitted by Dave Alexander, executive director of Downtown Muskegon Now.

DRAFT

ACCOUNT BALANCE REPORT FOR CITY OF MUSKEGON

09/19/2016 03:18 PM
User: beth.lewis
DB: Muskegon

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	BEG. BALANCE 07/01/2016	ACTIVITY FOR MONTH 08/31/2016	YEAR-TO-DATE THRU 08/31/16	END BALANCE 08/31/2016
Fund 297 - DOWNTOWN MUSKEGON BID						
Assets 297-00000-1101	CASH IN BANK		19,150.76	6,950.24	7,499.48	26,650.24
TOTAL Assets			19,150.76	6,950.24	7,499.48	26,650.24
Liabilities 297-00000-2100	ACCOUNTS PAYABLE		3,700.00	(2,190.00)	(3,700.00)	0.00
TOTAL Liabilities			3,700.00	(2,190.00)	(3,700.00)	0.00
Revenues 297-00000-4161 297-00000-4805	SPECIAL ASSESSMENTS CONTRIBUTIONS	0.00 0.00		9,930.24 0.00	13,149.48 350.00	13,149.48 350.00
TOTAL Revenues		0.00		9,930.24	13,499.48	13,499.48
Expenditures 297-70803-5346	CONTRACTUAL SERVICES	0.00		790.00	2,300.00	2,300.00
TOTAL Expenditures		0.00		790.00	2,300.00	2,300.00

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Receipts Register for CITY OF MUSKOGON

Page: 1/6
DB: Muskogon

:12 PM											DB: Kuskegon
		Population: All Records									
		Current Installment Year: 2016									
Date	Sp. Assessment	Tot Prin Pd	Tot Admin Pd	Cur Intsrst Pd	Tot Pen Pd	Cur Pen Pd	Tot Addtl Penlty	Tot CertFee Pd	Total Pd		
Receipt #	Parcel No.	Cur Prin Pd	Cur Admin Pd	Cur Intsrst Pd	Cur Pen Pd	Cur Addtl Penlty	Paid	Cur CertFee Pd	Current Pd		
Batch #											
02/08/2016	BID-2016 DOWNTOWN BID	155.76	0.00	0.00	0.00	0.00	0.00	0.00	155.76		
00405315	24-205-175-0021-00	155.76	0.00	0.00	0.00	0.00	0.00	0.00	155.76		
	MCDERMOTT WILLIAM/DENISE										
02/08/2016	BID-2016 DOWNTOWN BID	469.92	0.00	0.00	0.00	0.00	0.00	0.00	469.92		
00405274	24-205-176-0003-00	469.92	0.00	0.00	0.00	0.00	0.00	0.00	469.92		
	NOORDYK WILLIAM TRUST										
02/09/2016	BID-2016 DOWNTOWN BID	1,778.80	0.00	0.00	0.00	0.00	0.00	0.00	1,778.80		
00405681	24-205-177-0005-00	1,778.80	0.00	0.00	0.00	0.00	0.00	0.00	1,778.80		
	COREPARK INVESTMENTS LLC										
02/11/2016	BID-2016 DOWNTOWN BID	150.48	0.00	0.00	0.00	0.00	0.00	0.00	150.48		
00406318	24-205-175-0020-00	150.48	0.00	0.00	0.00	0.00	0.00	0.00	150.48		
	SEARER JAMES M										
02/12/2016	BID-2016 DOWNTOWN BID	1,280.40	0.00	0.00	0.00	0.00	0.00	0.00	1,280.40		
00406704	24-205-175-0006-00	1,280.40	0.00	0.00	0.00	0.00	0.00	0.00	1,280.40		
	FIRST GENERAL CREDIT UNION										
02/16/2016	BID-2016 DOWNTOWN BID	105.60	0.00	0.00	0.00	0.00	0.00	0.00	105.60		
00407553	24-205-187-0016-00	105.60	0.00	0.00	0.00	0.00	0.00	0.00	105.60		
	AUTHORITY BASE VALDE										
02/17/2016	BID-2016 DOWNTOWN BID	302.40	0.00	0.00	0.00	0.00	0.00	0.00	302.40		
00407780	24-205-175-0015-00	302.40	0.00	0.00	0.00	0.00	0.00	0.00	302.40		
	RIEGLER PROPERTIES LLC										
02/22/2016	BID-2016 DOWNTOWN BID	369.60	0.00	0.00	0.00	0.00	0.00	0.00	369.60		
00408385	24-205-188-0011-00	369.60	0.00	0.00	0.00	0.00	0.00	0.00	369.60		
	DOOM JEFFREY W										
02/22/2016	BID-2016 DOWNTOWN BID	549.12	0.00	0.00	0.00	0.00	0.00	0.00	549.12		
00408385	24-205-330-0004-00	549.12	0.00	0.00	0.00	0.00	0.00	0.00	549.12		
	DOOM INVESTMENTS LLC										
02/22/2016	BID-2016 DOWNTOWN BID	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00		
00408397	24-205-331-0001-10	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00		
	FIFTH THIRD BANK										
02/24/2016	BID-2016 DOWNTOWN BID	113.52	0.00	0.00	0.00	0.00	0.00	0.00	113.52		
00408662	24-205-176-0012-00	113.52	0.00	0.00	0.00	0.00	0.00	0.00	113.52		
	NW AMERICA REAL ESTATE LLC										
02/24/2016	BID-2016 DOWNTOWN BID	27.72	0.00	0.00	0.00	0.00	0.00	0.00	27.72		
00408662	24-205-176-0013-00	27.72	0.00	0.00	0.00	0.00	0.00	0.00	27.72		
	NW AMERICA REAL ESTATE LLC										
02/24/2016	BID-2016 DOWNTOWN BID	91.08	0.00	0.00	0.00	0.00	0.00	0.00	91.08		
00408662	24-205-176-0015-00	91.08	0.00	0.00	0.00	0.00	0.00	0.00	91.08		
	NW AMERICA REAL ESTATE LLC										
02/24/2016	BID-2016 DOWNTOWN BID	522.72	0.00	0.00	0.00	0.00	0.00	0.00	522.72		
00408662	24-205-177-0007-00	522.72	0.00	0.00	0.00	0.00	0.00	0.00	522.72		
	NW MILL REAL ESTATE LLC										

09/20/2016
12:12 PM

Receipts Register for CITY OF MUSKIEGON

Page: 2/6
DB: Muskogon

Population: All Records Current Installment Year: 2016														Total Pd Current Pd	
Date Recpt # Batch #	Sp. Assessment Parcel No.	Tot Prin Pd Cur Prin Pd	Tot Admin Pd Cur Admin Pd	Tot Intrest Pd Cur Intrest Pd	Tot Pen Pd Cur Pen Pd	Tot Addtl Penlty Cur Addtl Penlty	Tot Paid Cur Paid	Tot Certfee Cur Certfee	Tot Pd Current Pd						
02/25/2016 00408836	BID-2016 DOWNTOWN BID 24-205-186-0009-00 J & K PROPERTIES OF W MI INC	320.90 320.90	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	320.90 320.90						
02/25/2016 00408838	BID-2016 DOWNTOWN BID 24-205-333-0001-00 HUNTINGTON BANK	3,000.00 3,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3,000.00 3,000.00						
03/01/2016 00409478	BID-2016 DOWNTOWN BID 24-205-322-0003-00 L & K COMPANY LLC	1,471.04 1,471.04	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,471.04 1,471.04						
03/01/2016 00409478	BID-2016 DOWNTOWN BID 24-205-322-0005-00 L & K COMPANY LLC	1,393.92 1,393.92	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,393.92 1,393.92						
03/01/2016 00409514	BID-2016 DOWNTOWN BID 24-205-563-0006-00 HOME PROPERTIES LLC	3,000.00 3,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3,000.00 3,000.00						
03/08/2016 00410780	BID-2016 DOWNTOWN BID 24-205-567-0001-10 450 W WESTERN LLC	628.66 628.66	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	628.66 628.66						
03/14/2016 00411400	BID-2016 DOWNTOWN BID 24-205-315-0006-00 3M INVESTMENTS LLC	738.80 738.80	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	738.80 738.80						
03/15/2016 00411593	BID-2016 DOWNTOWN BID 24-205-174-0008-00 WITT LEE A TRUST	84.48 84.48	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	84.48 84.48						
03/17/2016 00411851	BID-2016 DOWNTOWN BID 24-205-566-0013-00 G & Z PROPERTIES LLC	219.30 219.30	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	219.30 219.30						
03/28/2016 00412810	BID-2016 DOWNTOWN BID 24-205-187-0001-00 JERVISS-FETHEKE INSURANCE AGENCY INC	316.80 316.80	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	316.80 316.80						
03/28/2016 00412811	BID-2016 DOWNTOWN BID 24-205-187-0007-00 FETHEKE KAREN J TRUST	1,176.00 1,176.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,176.00 1,176.00						
03/30/2016 00413106	BID-2016 DOWNTOWN BID 24-205-310-0012-00 CITY OF MUSKIEGON	1,986.48 1,986.48	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,986.48 1,986.48						
04/01/2016 00413344	BID-2016 DOWNTOWN BID 24-205-313-0006-00 COREPARK INVESTMENTS LLC	739.20 739.20	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	739.20 739.20						
04/05/2016 00414295	BID-2016 DOWNTOWN BID 24-205-567-0001-20 PORT CITY CIO BLDG	575.61 575.61	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	575.61 575.61						

09/20/2016
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Receipts Register for CITY OF MUSKOGON

Page: 3/6
DB: Muskogon

Population: All Records
Current Installment Year: 2016

Date	Sp. Assessment	Tot Prin Pd	Tot Admin Pd	Tot Intrest Pd	Tot Pen Pd	Tot Addtl Penalty Paid	Tot CertFee Pd	Total Pd
Batch #	Parcel No.	Cur Prin Pd	Cur Admin Pd	Cur Intrest Pd	Cur Pen Pd	Cur Addtl Penalty Paid	Cur CertFee Pd	Current Pd
04/07/2016	BID-2016 DOWNTOWN BID	55.32	0.00	0.00	0.00	0.00	0.00	55.32
00414529	24-205-332-0007-20	55.32	0.00	0.00	0.00	0.00	0.00	55.32
MORALES MANUEL								
04/11/2016	BID-2016 DOWNTOWN BID	624.41	0.00	0.00	0.00	0.00	0.00	624.41
00415018	24-233-000-0004-00	624.41	0.00	0.00	0.00	0.00	0.00	624.41
RUSSELL BLOCK DEVELOPMENT LLC								
04/11/2016	BID-2016 DOWNTOWN BID	446.53	0.00	0.00	0.00	0.00	0.00	446.53
00415019	24-233-000-0005-00	446.53	0.00	0.00	0.00	0.00	0.00	446.53
CENTURY CLUB DEVELOPMENT LLC								
04/11/2016	BID-2016 DOWNTOWN BID	253.84	0.00	0.00	0.00	0.00	0.00	253.84
00415018	24-233-000-0025-00	253.84	0.00	0.00	0.00	0.00	0.00	253.84
RUSSELL BLOCK DEVELOPMENT LLC								
05/05/2016	BID-2016 DOWNTOWN BID	929.28	0.00	0.00	0.00	0.00	0.00	929.28
00418929	24-205-175-0016-00	929.28	0.00	0.00	0.00	0.00	0.00	929.28
CZM PROPERTIES LLC								
05/18/2016	BID-2016 DOWNTOWN BID	55.32	0.00	0.00	0.00	0.00	0.00	55.32
00420594	24-205-332-0007-20	55.32	0.00	0.00	0.00	0.00	0.00	55.32
MORALES MANUEL								
06/01/2016	BID-2016 DOWNTOWN BID	1,223.19	0.00	0.00	0.00	0.00	0.00	1,223.19
00422156	24-432-000-0000-00	1,223.19	0.00	0.00	0.00	0.00	0.00	1,223.19
MUSKOGON CHAMBER BUILDING LLC								
06/14/2016	BID-2016 DOWNTOWN BID	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00
00424164	24-205-188-0004-00	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00
BK MUSKOGON PROPERTIES LLC								
06/17/2016	BID-2016 DOWNTOWN BID	375.00	0.00	0.00	0.00	0.00	0.00	375.00
00424517	24-205-556-0001-00	375.00	0.00	0.00	0.00	0.00	0.00	375.00
HOT ROD HARLEY DAVIDSON								
06/24/2016	BID-2016 DOWNTOWN BID	2,171.36	0.00	0.00	0.00	0.00	0.00	2,171.36
00425294	24-205-175-0001-00	2,171.36	0.00	0.00	0.00	0.00	0.00	2,171.36
J E REAL ESTATE CO LLC								
06/24/2016	BID-2016 DOWNTOWN BID	268.32	0.00	0.00	0.00	0.00	0.00	268.32
00425195	24-205-316-0007-00	268.32	0.00	0.00	0.00	0.00	0.00	268.32
WESTERN AVE LLC								
06/24/2016	BID-2016 DOWNTOWN BID	358.88	0.00	0.00	0.00	0.00	0.00	358.88
00425196	24-205-316-0008-00	358.88	0.00	0.00	0.00	0.00	0.00	358.88
WESTERN AVE LLC								
06/24/2016	BID-2016 DOWNTOWN BID	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00
00425173	24-792-000-0001-00	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00
HINMAN LAKE LLC								
06/30/2016	BID-2016 DOWNTOWN BID	277.20	0.00	0.00	0.00	0.00	0.00	277.20
00425869	24-205-188-0012-00	277.20	0.00	0.00	0.00	0.00	0.00	277.20
SWINTER TRUST								

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Receipts Register for CITY OF MUSKOGON

Page: 4/6
DB: Muskogon

Population: All Records Current Installment Year: 2016									
Date Receipt # Batch #	Sp. Assessment Parcel No.	Tot Prin Pd Cur Prin Pd	Tot Admin Pd Cur Admin Pd	Tot Intrest Pd Cur Intrest Pd	Tot Pen Pd Cur Pen Pd	Tot Addtl Penalty Cur Addtl Penalty	Tot Paid Cur Paid	Tot CertFee Pd Cur CertFee Pd	Total Pd Current Pd
06/30/2016 24-205-310-0016-00 0000000ACH CITY OF MUSKOGON	BID-2016 DOWNTOWN BID 24-205-310-0016-00 CITY OF MUSKOGON	1,186.26 1,186.26	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,186.26 1,186.26
07/01/2016 00426046 LEWKE DELORES J/LEWKE KIM A	BID-2016 DOWNTOWN BID 24-205-367-0012-00 LEWKE DELORES J/LEWKE KIM A	181.44 181.44	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	181.44 181.44
07/06/2016 00426853 MJ DOWNTOWN PROPERTIES LLC	BID-2016 DOWNTOWN BID 24-205-318-0001-00 MJ DOWNTOWN PROPERTIES LLC	375.00 375.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	375.00 375.00
07/06/2016 00426853 MJ DOWNTOWN PROPERTIES LLC	BID-2016 DOWNTOWN BID 24-205-318-0008-00 MJ DOWNTOWN PROPERTIES LLC	48.00 48.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	48.00 48.00
07/08/2016 0000000ACH CITY OF MUSKOGON	BID-2016 DOWNTOWN BID 24-205-310-0016-00 CITY OF MUSKOGON	1,186.26 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,186.26 0.00
07/08/2016 24-205-310-0016-00 CITY OF MUSKOGON	BID-2016 DOWNTOWN BID 24-205-310-0016-00 CITY OF MUSKOGON	-1,186.26 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	-1,186.26 0.00
07/18/2016 00429027 MCDERMOTT WILLIAM/DENISE	BID-2016 DOWNTOWN BID 24-205-175-0021-00 MCDERMOTT WILLIAM/DENISE	155.76 155.76	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	155.76 155.76
07/19/2016 00429425 BK MUSKOGON PROPERTIES LLC	BID-2016 DOWNTOWN BID 24-205-188-0004-00 BK MUSKOGON PROPERTIES LLC	1,500.00 1,500.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,500.00 1,500.00
07/20/2016 00429493 PIONEER RESOURCES INC	BID-2016 DOWNTOWN BID 24-205-367-0001-00 PIONEER RESOURCES INC	348.48 348.48	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	348.48 348.48
07/26/2016 00430472 STRONG LEIGH JR/LINDA	BID-2016 DOWNTOWN BID 24-205-318-0003-00 STRONG LEIGH JR/LINDA	422.40 422.40	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	422.40 422.40
07/26/2016 00430445 AGUILAR LOUIS	BID-2016 DOWNTOWN BID 24-205-367-0011-00 AGUILAR LOUIS	188.16 188.16	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	188.16 188.16
08/01/2016 00431148 SEIFERT ERIC	BID-2016 DOWNTOWN BID 24-138-000-0101-00 SEIFERT ERIC	81.52 81.52	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	81.52 81.52
08/01/2016 00431396 HAIRTAGGE PROPERTIES LLC	BID-2016 DOWNTOWN BID 24-205-332-0008-00 HAIRTAGGE PROPERTIES LLC	334.64 334.64	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	334.64 334.64
08/05/2016 00432591 2016 C/W 24-205-313-0005-00	BID-2016 DOWNTOWN BID 24-205-313-0005-10 2016 C/W 24-205-313-0005-00	1,032.32 1,032.32	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,032.32 1,032.32

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Receipts Register for CITY OF MUSKOGON

Page: 5/6
DB: Muskogon

Date		Sp. Assessment	Tot Prin Pd		Tot Admin Pd		Current Installment Year: 2016		Tot Pen Pd		Tot Addtl Penlty Paid		Tot CertFee Pd		Total Pd	
Receipt #	Batch #	Parcel No.	Cur Prin Pd	Cur Admin Pd	Cur Intrest Pd	Cur Intrest Pd	Cur Pen Pd	Cur Pen Pd	Cur Addtl Penlty Paid	Cur Addtl Penlty Paid	Cur Addtl Penlty Paid	Cur Addtl Penlty Paid	Cur Addtl Penlty Paid	Cur Addtl Penlty Paid	CertFee Pd	Current Pd
08/10/2016	00433385	BID-2016 DOWNTOWN BID 24-205-175-0018-00 VERIZON INC	348.48 348.48	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	348.48 348.48	
08/10/2016	00433385	BID-2016 DOWNTOWN BID 24-205-176-0001-00 FRONTIER COMMUNICATIONS	3,000.00 3,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3,000.00 3,000.00	
08/10/2016	004333212	BID-2016 DOWNTOWN BID 24-205-332-0007-20 MORALES MANUEL	276.64 276.64	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	276.64 276.64	
08/11/2016	00433541	BID-2016 DOWNTOWN BID 24-205-188-0013-00 8 W WALTON LLC	739.20 739.20	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	739.20 739.20	
08/16/2016	00434321	BID-2016 DOWNTOWN BID 24-204-000-0000-00 NEW TREND INVESTMENTS LLC	742.44 742.44	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	742.44 742.44	
08/23/2016	00435290	BID-2016 DOWNTOWN BID 24-205-563-0008-11 MUSKOGON GSA LLC	3,000.00 3,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3,000.00 3,000.00	
08/29/2016	00435907	BID-2015 DOWNTOWN BID 24-205-556-0001-00 HOT ROD HARLEY DAVIDSON	375.00 375.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	375.00 375.00	
09/01/2016	00436583	BID-2016 DOWNTOWN BID 24-233-000-0008-00 SIDOCK PROPERTIES LLC	1,803.36 1,803.36	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,803.36 1,803.36	
09/07/2016	00437518	BID-2016 DOWNTOWN BID 24-205-315-0001-00 BABBITT E C/P R TRUST	1,108.80 1,108.80	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,108.80 1,108.80	
09/07/2016	00437517	BID-2016 DOWNTOWN BID 24-205-315-0003-00 BABBITT E C/P R TRUST	1,108.80 1,108.80	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,108.80 1,108.80	
09/09/2016	00438416	BID-2016 DOWNTOWN BID 24-138-000-0104-00 JANSKI LLC	100.90 100.90	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	100.90 100.90	
09/14/2016	00439516	BID-2016 DOWNTOWN BID 24-205-316-0004-00 NORTH EAST BUSINESS ASSOC LLC	268.80 268.80	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	268.80 268.80	
09/14/2016	00439482	BID-2016 DOWNTOWN BID 24-205-321-0001-00 WVG HOLDINGS LLC	554.40 554.40	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	554.40 554.40	
09/14/2016	00439480	BID-2016 DOWNTOWN BID 24-205-321-0004-00 WVG HOLDINGS LLC	195.60 195.60	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	195.60 195.60	

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Receipts Register for CITY OF MUSKIEGON

Page: 6/6
DB: Muskegon

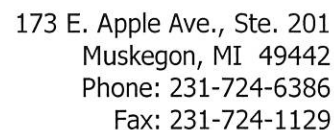
		Population: All Records											
		Current Instalment Year: 2016											
Date	SP. Assessment	Tot Prin Pd	Tot Admin Pd	Tot Intrest Pd	Tot Pen Pd	Tot Addtl Penlty Paid	Tot CertFee Pd	Tot					
Recpt #	Parcel No.	Cur Prin Pd	Cur Admin Pd	Cur Intrest Pd	Cur Pen Pd	Cur Addtl Penlty Paid	Cur CertFee Pd	Current Pd					
Batch #													
09/14/2016	BID-2016 DOWNTOWN BID	268.00	0.00	0.00	0.00	0.00	0.00	268.00					
00439482	24-205-321-0012-00	268.00	0.00	0.00	0.00	0.00	0.00	268.00					
WMG HOLDINGS LLC													
Total Payments:71		55,851.36	0.00	0.00	0.00	0.00	0.00	55,851.36					
		55,851.36	0.00	0.00	0.00	0.00	0.00	55,851.36					

CHECK DISBURSEMENT REPORT FOR CITY OF MUSKEGON
CHECK DATE FROM 01/01/2016 - 09/20/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 297 DOWNTOWN MUSKEGON BID							
Department: 70803 DOWNTOWN MUSKEGON BID							
02/05/2016	10	9515(A)	H & H LAWN SERVICE & SNOWPLOWING	SEASONAL SNOW PLOW 2/1/16-4/15/16	5346	70803	8,000.00
03/11/2016	10	9759(A)	H & H LAWN SERVICE & SNOWPLOWING	SALT USED FEB 2016 - BID CONTRACTUAL SERVICES	5346	70803	574.50 8,000.00
							8,574.50
04/08/2016	10	9947(A)	DOWNTOWN MUSKEGON NOW	FIRST FRIDAY EVENT & MARKETING - BID REI	5346	70803	2,500.00
04/15/2016	10	9979(A)	H & H LAWN SERVICE & SNOWPLOWING	SNOW PLOWING APRIL 2015/EQUIPMENT RENTAL	5346	70803	5,500.00
06/03/2016	10	10416(A)	H & H LAWN SERVICE & SNOWPLOWING	LAWN MAINTENANCE - MONTHLY INSTALLMENT	5346	70803	1,510.00
06/17/2016	10	10581(A)	H & H LAWN SERVICE & SNOWPLOWING	ROUND UP 3 BACK PACKS 6/2/16	5346	70803	165.00
06/24/2016	10	533544	OILE HENRY GARDENS	7 PLANTERS ON OR NEAR 2ND AND WESTERN	5346	70803	1,900.00
07/01/2016	10	10678(A)	H & H LAWN SERVICE & SNOWPLOWING	MONTHLY LAWN MAINTENANCE	5346	70803	1,510.00
07/29/2016	10	10962(A)	H & H LAWN SERVICE & SNOWPLOWING	LAWN MAINTENANCE MONTHLY INSTALLMENT	5346	70803	1,510.00
08/12/2016	10	11091(A)	H & H LAWN SERVICE & SNOWPLOWING	WEED CONTROL - TREAT BEDS	5346	70803	110.00
08/12/2016	10	533768	OILE HENRY GARDENS	PLANT MAINTENANCE AND WATERING DOWNTOWN PLANT MAINTENANCE AND WATERING DOWNTOWN	5346	70803	680.00 680.00
							1,360.00
08/26/2016	10	11276(A)	H & H LAWN SERVICE & SNOWPLOWING	LAWN MAINTENANCE - MONTH OF MAY	5346	70803	1,510.00
09/09/2016	10	11362(A)	H & H LAWN SERVICE & SNOWPLOWING	SEPTEMBER MONTHLY LAWN SERVICE - DOWNTOWN WEEDING	5346	70803	1,510.00 822.50
							2,332.50
09/12/2016	10	533902	OILE HENRY GARDENS	WATERING AND PLANT MAINTENANCE - BID	5346	70803	680.00
Total for department 70803:							37,162.00
Total for fund 297 DOWNTOWN MUSKEGON BID							37,162.00

**January 2016 through September 2016
DMN Expenses to be Reimbursed by BID**

<u>Date</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
6/1/2016	Dobb Printing	20,000 Downtown Maps	1,544.60
7/1/2016	Longer Days	Email/Newsletter	350.00
8/1/2016	Ajax Imaging	Planter Sign	192.00
8/1/2016	Revel	Signage	250.00
8/1/2016	Eagle Eye Photography	Rebel Road Video	500.00
8/1/2016	Longer Days	Email/Newsletter	350.00
8/4/2016	Shoreline Insurance	BID Events	837.00
9/1/2016	Longer Days	Email/Newsletter	350.00
			<u>4,373.60</u>



TO ENSURE PROPER CREDIT, PLEASE REMIT PAYMENT TO "MUSKEGON COUNTY EQUALIZATION" WITHIN 30 DAYS
AND WRITE INVOICE NUMBER ON CHECK.

INVOICE: 2016/01

PAYMENT METHOD: CASH: _____ CHECK #: _____ CREDIT CARD: _____
CHARGE: - \$5.00 LATE FEE INCURRED AFTER EACH 30 DAY PERIOD ELAPSES

Property Address or PIN:		N/A	
Originated by:	D Becker/lss	Location: South Campus <u>X</u> Norton Shores _____	

BID planned spending through rest of 2016

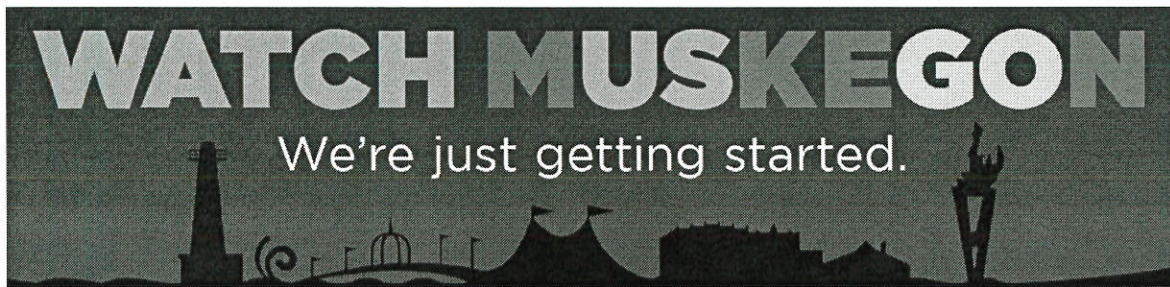
Marketing, events, promotions

Downtown Muskegon website upgrade	4,000
2017 Muskegon Co. visitor guide full-page ad	1,000
Halloween Family Fun event Oct. 29 in volleyball lot	1,000
Holidays in the City Nov. 26	2,300
Fall decorations Western, Third and Pine (estimate)	1,000
Winter decorations for 27 BID planters	TBD
Subtotal	9,300

Snow removal

Winter months (Nov. 15-Dec. 31)	13,500
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Total	22,800
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To our Downtown Muskegon neighbors,

The City of Muskegon, in partnership with Downtown Muskegon Now, is proposing to renew the Business Improvement District (BID) assessment for another year, starting in January of 2017. Because the previous BID district assessment was approved for a one-year period only, we must repeat the notification process for next year's request, which is the purpose of the enclosed letter. Since the BID assessment is still very new, we are proposing another one-year term to allow us to gauge its impact before committing to a longer term.

Funds from the 2016 BID assessment have enabled us to pay for several items which improved our downtown business district: snow removal from downtown sidewalks (starting February 1); downtown landscaping and maintenance including plantings in 27 planters; the printing of 20,000 downtown map brochures; the launch of the popular "First Friday" events, including the street performers and the September "touch the trucks" event; the purchase and installation of new downtown map signs at the Johnson Traffic Circle, Muskegon Farmer's Market, and the Union Depot/CVB; and the overall marketing and development of Muskegon's ever-improving downtown. We are asking you to help keep this momentum going by approving the BID district for 2017.

Please review the enclosed letter for details, including your proposed assessment amount. The 2017 BID documents, including the Benefit Analysis Summary, can be viewed in the Planning Department (room 203) at City Hall, or on the City's website at www.shorelinecity.com.

Sincerely,

Cathy Brubaker-Clarke
Director of Community & Economic Development
City of Muskegon

Dave Alexander
Executive Director
Downtown Muskegon Now

September 15, 2016

DOWNTOWN MUSKEGON DEVELOPMENT CO
425 W WESTERN AVE STE 200
MUSKEGON, MI 49440

Parcel Number 24-233-000-0024-00 at 292 W Western Ave

NOTICE OF HEARING ON SPECIAL ASSESSMENT

Dear Property Owner:

The Muskegon City Commission is considering whether or not to create a special assessment district which would assess your property for the:

DOWNTOWN MUSKEGON BUSINESS IMPROVEMENT DISTRICT

The proposed special assessment district will be located as follows: Bordered by Pine St. on the northeast, Shoreline Dr. to the north and west/southwest. The southern boundary of the district from northeast to the southwest is as follows: W. Walton west of Pine St. to Jefferson; W. Webster west of Jefferson to 4th Street; W. Western Ave. west of 4th Street to 7th Street; W. Clay Ave. west of 7th Street. The 3rd Street corridor from W. Webster south to Merrill Ave. is also included in the district.

It is proposed that a majority of services of the Downtown Muskegon Business Improvement District be paid by special assessment from properties within the district. The following are conditions of the proposed special assessment which are important to you.

Public Hearings

An initial public hearing to consider the creation of a special assessment district will be held at the **City of Muskegon City Commission Chambers on September 27, 2016 at 5:30 p.m.** You are encouraged to appear at this hearing either in person, by agent or in writing to express your opinion concerning the proposed special assessment. Or, if you prefer, you may express your opinion via e-mail to BID2017@shorelinecity.com. You must include your name and the property address in the BID district in your e-mail. If you own more than one property, include all addresses. Written/e-mailed objections or appearances must be made at or prior to the hearing. Written objections postmarked by the hearing date will be considered received on time. NOTE: THE SPECIAL ASSESSMENT WILL BE CREATED OR NULLIFIED AT THIS HEARING.

If the district is created, a second public hearing will be held to confirm the special assessment roll. You will be mailed a separate notice for the second hearing. At this second hearing, the special assessment costs will be spread on the affected properties accordingly. **YOU ARE HEREBY NOTIFIED THAT YOU HAVE THE RIGHT TO PROTEST THE ASSESSED AMOUNT AGAINST YOUR PARCEL EITHER IN WRITING/E-MAIL OR IN**

PERSON AT EITHER HEARING. HOWEVER, UNLESS YOU PROTEST AT ONE OF THE TWO HEARINGS, EITHER IN PERSON OR BY AGENT AT THE HEARING, OR IN WRITING/E-MAIL BEFORE THE HEARING, YOUR RIGHT TO APPEAL TO THE MICHIGAN TAX TRIBUNAL WILL BE LOST. IF THE SPECIAL ASSESSMENT ROLL IS CONFIRMED AT THE SECOND HEARING, YOU WILL HAVE THIRTY (30) DAYS FROM THE DATE OF CONFIRMATION OF THE ROLL TO FILE A WRITTEN APPEAL WITH THE MICHIGAN STATE TAX TRIBUNAL.

By City Charter, if the owners of more than one-half of the properties to be assessed object to the assessment in writing at or before the hearing, the improvement shall not be made unless the City Commission determines by affirmative vote of all its members that the safety or health of the public necessitates the improvement.

Estimated Costs

The total estimated cost of the services within the Downtown Muskegon Business Improvement District is \$150,000, of which approximately 75% (\$111,924) will be paid by special assessment to property owners. **Your property's estimated share of the special assessment is \$3000.00, based on 42503.25 feet of assessable square footage.** The remaining costs will be paid by the fund balance from the 2016 BID.

The assessment, if approved, will be placed on your winter 2016 tax bill which is mailed on December 1, 2016 and due by February 14, 2017.

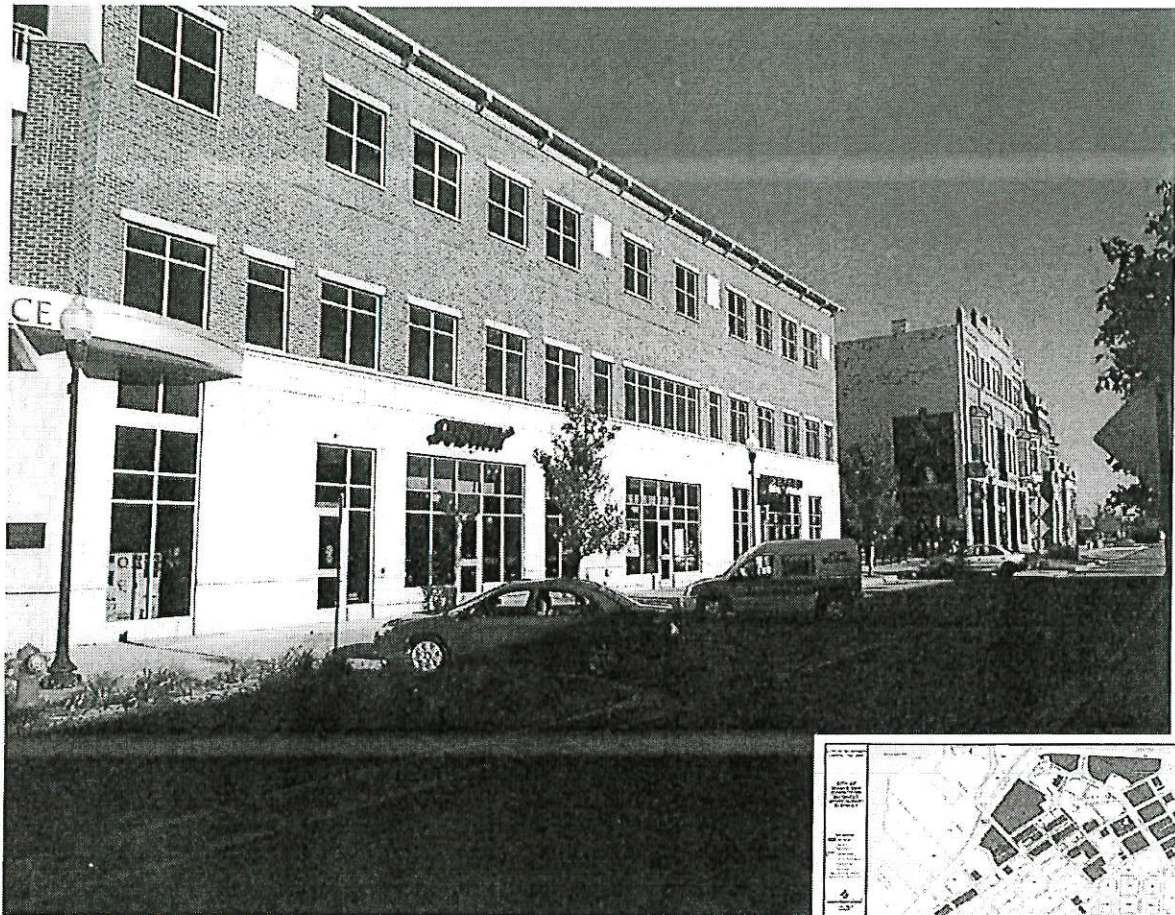
If you oppose this special assessment, you may convey your objection by written letter, via e-mail at BID2017@shorelinecity.com, or by attending the scheduled public hearing. Please note that your views, whether in support or opposition to the BID special assessment, are important to the City and your neighbors so please consider sharing them. Additional information, including preliminary project plans and cost estimates, is available in the Planning Department located on the second floor of City Hall, or on the City's website at www.shorelinecity.com. Regular City Hall business hours are from 8:30 A.M. to 5:00 P.M. Monday through Friday except holidays.

Sincerely,

Catherine Brubaker-Clarke

Catherine Brubaker-Clarke
Director of Community & Economic Development

DOWNTOWN MUSKEGON BUSINESS IMPROVEMENT DISTRICT



SPECIAL ASSESSMENT BENEFIT ANALYSIS SUMMARY

PREPARED BY THE MUSKEGON COUNTY EQUALIZATION DEPARTMENT

August 25, 2016

MUSKEGON County *equalization*

August 25, 2016.

Downtown Muskegon Business Improvement District Board
933 Terrace Street
Muskegon, MI 49443

Dear Board Members:

In accordance with your request, I have examined the proposed special assessment district for the Downtown Muskegon Business Improvement District. The purpose of this analysis is to document the reasonableness of this special assessment district by identifying and quantifying any accrued benefits. It is subject to the normal governmental restrictions of escheat, taxation, police power and eminent domain. The effective date of this analysis is August 25, 2016.

The proposed special assessment district encompasses all classes of properties. The Downtown Muskegon Business Improvement District Board has provided per parcel cost estimates in accordance with the City's Special Assessment Policy and all project-related costs.

The total project cost is estimated to be a 1 year assessment of \$115,223.

The amount of money to be spread is based on a per parcel rate of \$0.08 per square foot of lot size for a "Class A" Property and \$0.02 per square foot of lot size for a "Class B" Property as defined by the Downtown Muskegon Business Improvement District Board in their Bylaws. The Downtown Muskegon Business Improvement District Board is solely responsible for these figures.

In conclusion, it is my opinion that the special assessment amounts as provided by the Board justly and reasonably represent the accrued benefits to the properties encompassed by this project. The amounts reflect the sum of the immediate estimated value enhancement and the intrinsic value that will accrue from an overall increase in property values due to an improved quality of life created by the proposed project. Simply stated, the rate of \$0.08 per per square foot of lot size for a "Class A" Property and \$0.02 per square foot of lot size for a "Class B" Property as defined by the Downtown Muskegon Business Improvement District Board in their Bylaws for the above mentioned project area appears reasonable and equitable based upon the data presented by the Downtown Muskegon Business Improvement District Board, and supporting office records.

Sincerely,

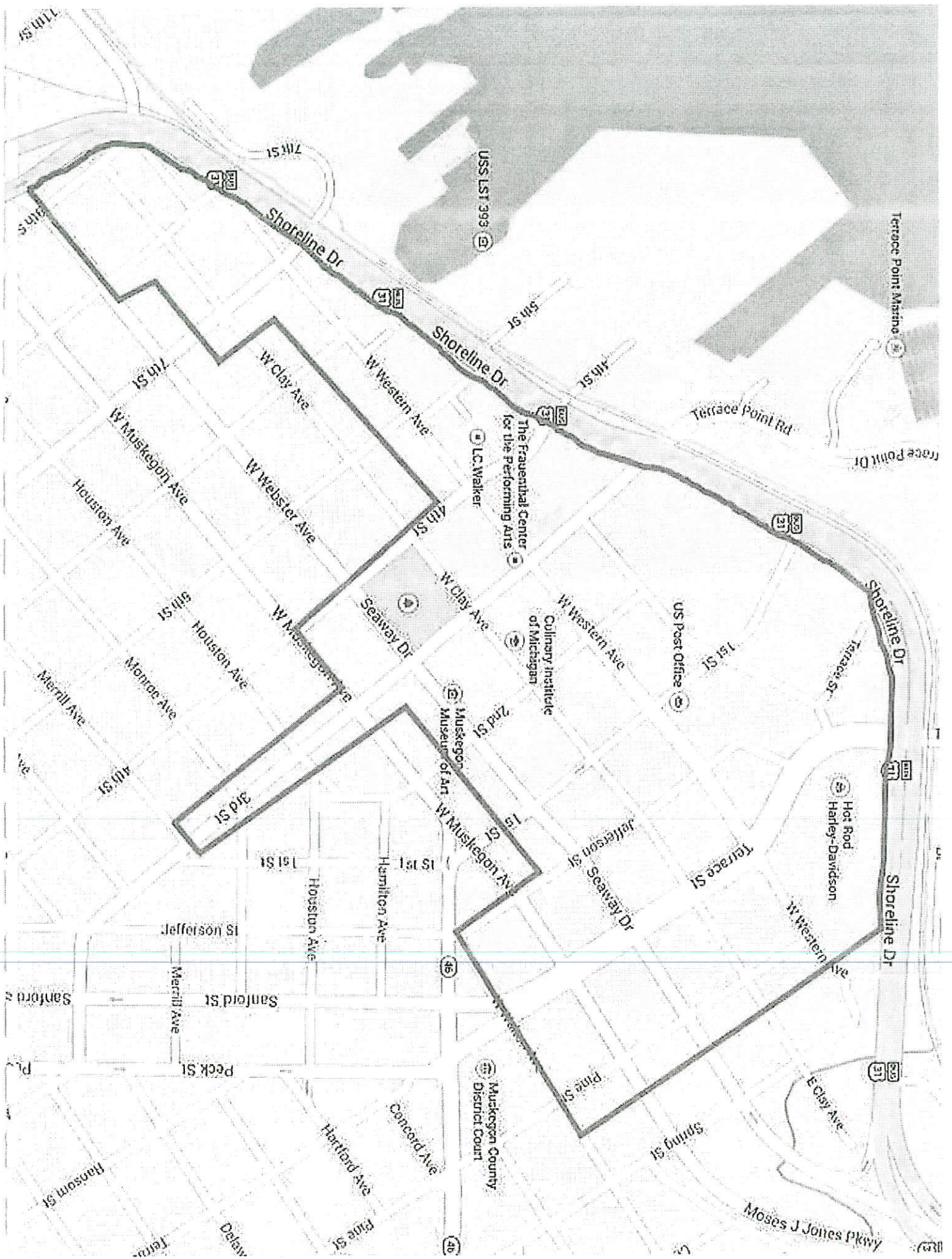


Donna Vandervries, MMAO
City of Muskegon Assessor

West Western Avenue and 3rd Street







Downtown Muskegon Business Improvement District

2017 Assessment

Regarding: Assessment for 2017

Date: August 9, 2016

To: Muskegon City Clerk/City Commission

From: Downtown Muskegon Business Improvement District Board

Overview:

After separate public hearings, the Muskegon City Commission approved the Downtown Muskegon Business Improvement District on Nov. 24, 2015 and the district assessment rolls on Jan. 12, 2016. The approval was for one year. Following a review of requested and needed services within the Downtown Muskegon Business Improvement District, the BID Board recommends to the Muskegon City Commission to extend the Downtown Muskegon Business Improvement District for an additional **1 YEAR** with an assessment be established for the 2017 calendar year.

The BID board recommends the Business Improvement District boundaries remain the same as in 2016, the assessment rates, property classifications and maximum assessments remain the same as in 2016 and the assessments be placed on the 2017 winter property tax bills. The BID Board will use 2017 to study and review the BID District and the assessment structure for possibly a multi-year request for 2018 and beyond.

2017 Assessment:

- "Class A" Properties, as defined in the BID Bylaws, shall be assessed an annual assessment of \$0.08/sf with no assessment to exceed \$3,000. Contiguous properties with the same use and same owner shall be assessed as one property. Property lot size on record with the County Assessor shall be used in determining the square footage of properties.
 - o In the instance of a condo property the master deed shall be used in determining the percent of the assessment that an individual property owner would be assessed.
- "Class B" properties as defined in the BID Bylaws be assessed an annual assessment of \$0.02/sf with no assessment to exceed \$750. Contiguous properties with the same use and same owner shall be assessed as one property. Property lot size on record with the County Assessor shall be used in determining the square footage of properties.
- Based on this assessment structure, approximately \$115,223 can expected to be collected for services to support businesses and property owners within the BID in 2017.
(A budget recommendation & explanation is attached)
- The assessment shall be placed on the 2017 winter property tax bills.

The 2017 BID district, assessment roll and collection method was discussed at a July 25, 2016 BID Board meeting. A resolution supporting the above was voted on at an Aug. 1, 2016 special BID Board meeting. The vote result was as follows:

2017 BID Extension Vote:

Member	Yes	No	Abstention	Motion/Support	Absent
Chair Doug Pollock	X				
VC Justin Clark	X			Support	
Bruce Lindstrom	X			Motion	
John Riegler	X				
Gary Post	X				
Frank Peterson	X				
Connie Taylor	X				
Mike Hennessy	X				
Bob Tarrant (via conference call)	X				

Downtown Muskegon Business Improvement District

Budget Recommendation & Explanation

Date: August 9, 2016

To: Muskegon City Clerk/City Commission

From: Downtown Muskegon Business Improvement District Board

Budget Recommendation:

This is a proposed second-year budget for the Downtown Muskegon Business Improvement District. Based on a two tier assessment where "Class A" Properties pay \$0.08/sf annual and "Class B" Properties pay \$0.02/sf annual the Downtown Muskegon BID can expect to generate \$115,223 during 2017.

As of Aug. 1, 2016, anticipated BID revenues and actual and anticipated BID expenditures will leave the BID with a fund balanced estimated at \$64,687. Based on the fund balance carried forward and the proposed Assessment this one-year 2017 budget is recommended on a unanimous vote of the BID Board at its special Aug. 1, 2016 meeting.

Proposed 2017 BID budget

2016 BID Fund Balance	\$64,687
2017 Estimated Revenues	\$115,223
2017 Expenditures	
Snow removal	(\$72,000)
Landscaping	(\$16,000)
Marketing, promotion, events	(\$24,000)
Streetscape	(\$13,000)
Administration	(\$25,000)
Total	(\$150,000)
Estimated Fund Balance Dec. 31, 2017	\$29,910

Budget Note:

The BID Board in 2016 appointed Downtown Muskegon Now as staff and managers of the BID. A Letter of Understanding between the BID and the DMN board was signed, having the budget and general spending categories established by the BID Board and work plans carried out by DMN. There were no administrative fees in 2016.

All unused funds go to cash reserves in fund balance.

Budget Explanation:

Snow removal: The BID's largest line item is dedicated to snowplowing and salt application along sidewalks within the BID where the majority of the Class A properties are located along portions of W. Western Ave., Clay Ave., Morris Ave., Terrace St., Jefferson, 1st, 2nd, 3rd, 6th & 7th Streets. Funds will also be used to clear parking areas which are generally used by the public –

specifically the two lots between 2nd and 3rd Streets accessed off of Morris Ave. With plenty of fund balance for snow removal, the BID Board will attempt to expand the snow removal services as the budget allows for 2017.

Landscaping: The Downtown Muskegon BID will contract with one or more third party landscaping companies to conduct a spring cleanup of common area planning beds within the BID, and general cleanup of grounds as a result from winter wear and tear. Summer Landscaping includes the weeding and fertilization of common areas throughout the BID (grass cutting is done by the city). This line item also includes the planting and maintenance of flower planters throughout the BID (this item could be completed by a different vendor than the one doing the landscaping and clean up). Fall clean-up will consist of removal of leaves from the BID district and preparation of the planning beds for the winter.

Marketing, promotion, events: The BID was used to launch the highly successful First Fridays events in the downtown, 6-8 p.m. family-friendly gatherings that have included a family dance party, two hugely popular street performance events and a "touch the truck" event. BID has not directly supported by indirectly has encouraged other downtown events such as DMN's Taste of Muskegon, Rollin' On Western and Gus Macker. Beyond events, the BID is supporting an updated Downtown Muskegon website, a revised downtown email list, a new downtown e-newsletter and an annual tri-fold downtown map/brochure among other marketing and promotional activities.

Streetscape: This is a broad spending category that allows the BID Board to improve downtown Muskegon through new holiday decorations, public art projects, banners, directional/informational signs, benches, trash receptacles, sidewalk repairs, new planters, public space maintenance such as Olthoff Stage and Alcoa Square and like expenditures.

Administration: Downtown Muskegon Now provided the staff support to design and establish the Downtown Muskegon Improvement District in 2015 and 2016. As promised to the Muskegon City Commission for 2016, there was no BID funds expended for "salaries and benefits" – administrative costs. The daily work of the BID cannot continue for free. The BID requires staff time and effort. Going forward DMN needs to be compensated for its time and effort. Thus, a new administrative line-item has been added to the 2017 BID budget.

PARCEL NO.	PROPERTY ADDRESS	OWNER	Number	Street	City	State	ZIP	SF of Lot	ASSESSMENT AMT	% of Assessed Property as mt based on all tite	CLASS
24-136-000-0101-00	297 W. Clay #101	CORWIN STEPHEN C/LINDA C	2049	CARTER DR	MUSKEGON	MI	49441	1018.98	\$81.52	0.034920129	A
24-136-000-0104-00	297 W. Clay #104	JANSKY TRC	8868	PO BOX 1225	MUSKEGON	MI	49443	1261.26	\$100.90	0.043222989	A
24-204-000-0000-00	333 W Western	NEW TREND INVESTMENTS LLC	8868	WATER ST	MONTAGUE	MI	49437	9280.54	\$742.44	0.31804123	A
24-205-174-0004-00	750 Pine	BOLEN DAVID L	1501	PO BOX 113	ROTHBURY	MI	49452-0113	19140	\$1,531.20	0.655921869	A
24-205-175-0001-00	111 W Western	WITT LEE A TRUST	49445	RUDIMAN DR	MUSKEGON	MI	49445	4224	\$84.48	0.144755171	B
24-205-175-0006-00	121 W Western	J E REAL ESTATE CO LLC	49442	27142	MUSKEGON	MI	49442	27142	\$2,171.36	0.93014793	A
24-205-175-0010-00	790 Terrace	FIRST GENERAL CREDIT UNION	49441	111 W WESTERN AVE	MUSKEGON	MI	49441	16005	\$1,280.40	0.548486391	A
24-205-175-0015-00	806 Terrace	DISELGREN JACK	77087	589 E ELLIS DR	HOUSTON	TX	77087	13719	\$1,097.52	0.470145879	A
24-205-175-0016-00	820 Terrace	RIEMER PROPERTIES LLC	49440	3315 REAL	MUSKEGON	MI	49440	3780	\$302.40	0.129539429	A
24-205-175-0018-00	118 W Clay	SEARER JAMES	49441	808 TERRACE ST	MUSKEGON	MI	49441	11616	\$929.28	0.398076721	A
24-205-175-0020-00	98 W Clay	MCDEMOTT WILLIAM/DENISE	49441	700 TERRACE POINT RD #400	MUSKEGON	MI	49441	11616	\$348.48	0.597115081	B
24-205-175-0021-00	777 Pine	FRONTIER COMMUNICATIONS	49442	401 MERRITT 7	NORWALK	CT	49442	1881	\$150.48	0.064461287	A
24-205-176-0001-00	860 Terrace	NOORDYK WILLIAM TRUST	49442	908 N SANDALWOOD CIR	MUSKEGON	MI	49442	15756	\$311.52	0.533784693	A
24-205-176-0003-00	103 W Clay	JILLIAN & JORDAN LLC	49504	777 PINE ST	NORWALK	CT	49504	82148.22	\$3,000.00	2.815194044	A
24-205-176-0005-00	121 W Clay	NW AMERICA REAL ESTATE LLC	49504	2700 KENOWA NW	GRAND RAPIDS	MI	49504	5874	\$469.92	0.20130016	A
24-205-176-0012-00	66 W Webster	NW AMERICA REAL ESTATE LLC	49457	675 RICHMOND NW	TWIN LAKE	MI	49457	5676	\$113.52	0.194514761	B
24-205-176-0013-00	821 Pine	NW AMERICA REAL ESTATE LLC	49457	2648 E WHITE LAKE DR	TWIN LAKE	MI	49457	1386	\$27.72	0.047497191	B
24-205-176-0015-00	813 Pine	NW AMERICA REAL ESTATE LLC	49457	2648 E WHITE LAKE DR	TWIN LAKE	MI	49457	4554	\$91.08	0.156064169	B
24-205-176-0015-00	794 Pine	COREPARK INVESTMENTS LLC	49442	1985 E LAKETON AVE	MUSKEGON	MI	49442	22335	\$1,778.80	0.76198656	A
24-205-177-0005-00	820 Pine	NW MILL REAL ESTATE LLC	49442	820 PINE ST	MUSKEGON	MI	49442	26136	\$522.72	0.895676721	B
24-205-177-0007-00	830 Pine	GILL EASTER JONES	49442	1215 SPRING ST	MUSKEGON	MI	49442	2904	\$232.32	0.09951918	A
24-205-186-0006-00	840 Pine	GILL EASTER JONES	49457	1215 SPRING ST	MUSKEGON	MI	49457	16045	\$320.90	0.549857178	B
24-205-186-0007-00	840 Pine	J & K PROPERTIES OF W MI INC	49440	PO BOX 439	TWIN LAKE	MI	49440	3960	\$316.80	0.135707973	A
24-205-187-0001-00	833 Pine	JERVISS-FETKHE INSURANCE AGENCY INC	49442	71 W WEBSTER	MUSKEGON	MI	49442	3960	\$316.80	0.135707973	A
24-205-187-0003-00	839 Pine	GILL EASTER JONES	49442	1215 SPRING ST	MUSKEGON	MI	49442	3168	\$253.44	0.108566378	A
24-205-187-0005-00	845 Pine	GILL EASTER JONES	49442	1215 SPRING ST	MUSKEGON	MI	49442	2436	\$194.88	0.083480965	A
24-205-187-0006-00	849 Pine	GILL EASTER JONES	49445	1201 MILLS AVE	MUSKEGON	MI	49445	14700	\$1,176.00	0.503764445	A
24-205-187-0007-00	71 W Webster	FETKHE KAREN I TRUST	49445	888 TERRACE ST	MUSKEGON	MI	49445	46764	\$1,585.45	0.645235991	A
24-205-187-0016-00	908 Terrace	AUTHORITY BASE VALUE	49445	4220 EDISON LAKES PKWY	MUSKEGON	MI	49445	4620	\$3,000.00	1.585452944	A
24-205-188-0004-00	928 Terrace	DOOM INVESTMENTS LLC	49441	2034 LAKESHORE DR	MUSKEGON	MI	49441	13860	\$369.60	0.158325968	A
24-205-188-0011-00	944 Terrace	DOOM JEFFREY W	49445	4778 RUSSELL DR	MUSKEGON	MI	49445	9240	\$277.20	0.147977905	B
24-205-188-0012-00	952 Terrace	SWATEK TRUST	49440	8 W WALTON	MUSKEGON	MI	49440	3480	\$799.20	0.316851937	A
24-205-188-0013-00	8 W Walton	8 W WALTON LLC	20740	8812 62ND AVE	COLLEGE PARK	MD	20740	3480	\$278.40	0.119258522	A
24-205-189-0010-00	896 Pine	WILSON KUORBA B JR	49440	933 TERRACE ST	MUSKEGON	MI	49440	24831	\$1,986.48	0.850950676	A
24-205-310-0012-00	180 Pine	CITY OF MUSKEGON	49440	933 TERRACE ST	MUSKEGON	MI	49440	14828.36	\$1,186.26	0.508159875	A
24-205-310-0016-00	216 W Clay	PH HOLDING LLC	49443	933 TERRACE ST	MUSKEGON	MI	49443	12904	\$1,032.32	0.442216081	A
24-205-313-0005-00	441 W Western	COREPARK INVESTMENTS LLC	49442	PO BOX 388	MUSKEGON	MI	49442	9240	\$739.20	0.316651937	A
24-205-313-0006-00	451 W Western	1887 HOLTON RD STE D-279	49445	111 W WESTERN AVE	MUSKEGON	MI	49445	1500	\$120.00	0.051404535	A
24-205-314-0001-10	477 W Western	RABBITT E C/P R TRUST	49441	4473 CHERRYWOOD CT	MUSKEGON	MI	49441	13860	\$1,108.80	0.474977905	A
24-205-315-0001-00	521 W Western	RABBITT E C/P R TRUST	49441	4473 CHERRYWOOD CT	MUSKEGON	MI	49441	13860	\$1,108.80	0.474977905	A
24-205-315-0003-00	545 W Western	INGALLS REAL ESTATE ACQUISITION LLC	49444	3736 S BAKER ST	MUSKEGON	MI	49444	11823	\$945.84	0.405170546	A
24-205-315-0004-00	555 W Western	CBT ENTERPRISES LLC	49440	561 W WESTERN AVE	MUSKEGON	MI	49440	5487	\$438.96	0.18803779	A
24-205-315-0005-10	557 W Western	3M INVESTMENTS LLC	49412	1003 W MAIN ST	FREMONT	MI	49412	1185	\$74.80	0.040609583	A
24-205-315-0006-00	563 W Western	EBEE PROPERTIES LLC	49316	1685 68TH ST SE	CALEDONIA	MI	49316	12320	\$985.60	0.422202582	A
24-205-316-0001-00	587 W Western	NORTH EAST BUSINESS ASSOC LLC	49319	5691 17 MILE RD	CEDAR SPRINGS	MI	49319	3360	\$268.60	0.115146159	A
24-205-316-0004-00	591 W Western	MUSKEGON LAKEVIEW CONDOS LLC	49417	15877 LAKE AVE	GRAND HAVEN	MI	49417	10920	\$873.60	0.374225016	A
24-205-316-0007-00	605 W Western	WESTERN AVE LLC	49440	605 W WESTERN AVE	MUSKEGON	MI	49440	3354	\$268.32	0.114940541	A
24-205-316-0008-00	607 W Western	EMP LLC	49456	605 W WESTERN AVE	MUSKEGON	MI	49456	4486	\$358.88	0.15373383	A
24-205-316-0009-10	1208 8th St	JACOBSEN MICHAEL H TRUST	48103	16149 BAIRD CT	SPRING LAKE	MI	48103	2744	\$219.52	0.09403603	A
24-205-317-0009-10	600 W Clay	MILL STREET GROUP LLC	49442	35 RESEARCH DR STE 300	ANN ARBOR	MI	49442	2464	\$197.12	0.084440516	B
24-205-318-0001-00	664 W Clay	MI DOWNTOWN PROPERTIES LLC	49445	5142 EVANSTON AVE	ANN ARBOR	MI	49445	2254	\$180.32	0.265980773	A
24-205-318-0001-10	683 W Western	GRAND TRUNK LLC	49441	1007 MOORINGS CT	NORTH MUSKEGON	MI	49441	21120	\$422.40	0.077243882	B
24-205-318-0003-00	650 W Clay	STRONG LEIGH JR/LINDA	49442	2084 MARYLAND	MUSKEGON	MI	49442	4800	\$96.00	0.723775856	B
24-205-318-0008-00	665 W Clay	MI DOWNTOWN PROPERTIES LLC	49440	5142 EVANSTON AVE	MUSKEGON	MI	49440	27720	\$554.40	0.949955881	B
24-205-321-0001-00	699 W Clay	WWG HOLDINGS LLC	49440	665 W CLAY AVE	MUSKEGON	MI	49440	27580	\$195.60	0.945158054	B
24-205-321-0004-00	1288 9th	RELIABLE TOWING INC	49441	1288 9TH ST	MUSKEGON	MI	49441	41758	\$750.00	1.43103372	B
24-205-321-0012-00	1237 8th	MOORE BRENDA M	49440	665 W CLAY AVE	MUSKEGON	MI	49440	13400	\$268.00	0.459213848	B
24-205-322-0002-00	611 W Clay	L & K COMPANY LLC	49441	611 W CLAY AVE	MUSKEGON	MI	49441	9147.6	\$731.81	0.31465417	A
24-205-322-0005-00	623 W Clay	L & K COMPANY LLC	49441	2964 LAKESHORE DR W201	MUSKEGON	MI	49441	18388	\$1,471.04	0.630151062	A
24-205-322-0007-00	639 W Clay	L & K COMPANY LLC	49456	2964 LAKESHORE DR W201	MUSKEGON	MI	49456	17424	\$1,393.92	0.597115081	A
24-205-323-0006-00	1236 8th	CMN ENTERPRISES LLC	49440	18193 YUMA CT	SPRING LAKE	MI	49440	5247	\$419.76	0.179813064	A
24-205-323-0007-00	585 W Clay	J & J CORNER PROPERTIES LLC	49425	585 W CLAY AVE	MUSKEGON	MI	49425	59400	\$3,000.00	2.035619594	A
24-205-323-0008-00	275 W Clay	PRESS DEVELOPMENT LLC	49440	8081 HOLTON DUCK LAKE RD	HOLTON	MI	49440	17325.6	\$1,386.00	0.593742943	A
24-205-329-0001-00	885 Jefferson	HENNESSY HOLDING LLC	49440	1074 JEFFERSON ST	MUSKEGON	MI	49440	8392	\$671.36	0.28759174	A
24-205-330-0001-00	165 W Clay	CHAK CHARLES W/LINDA B	49443	833 TERRACE ST	MUSKEGON	MI	49443	4997	\$399.76	0.171245642	A
24-205-330-0003-00	173 W Clay	DOOM INVESTMENTS LLC	49441	PO BOX 809	MUSKEGON	MI	49441	6864	\$549.12	0.235227153	A
24-205-330-0004-00				2034 LAKESHORE DR	MUSKEGON	MI					A

